

SUPPRESSION COST COLLECTION

8526

(No. 49 February 2005)

Joint investigations and/or the sharing of investigative information is encouraged. All assistance by hire costs will be paid by the protecting agency and subsequently billed to the party responsible for causing the fire. CDF and the federal agency will bill the responsible party separately for mutual aid assistance costs incurred on negligently caused fires even though such fires might be jointly investigated.

REIMBURSEMENT

8526.1

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Reimbursement claims will be processed according to the billing procedures section of the cooperative agreement.

COST RECOVERY PROCEDURES

8526.2

(No. 49 February 2005)

Please see [Section 3864](#) of the Incident Fiscal Management Handbook for detailed cost recovery procedures. Cost data will be gathered and prepared promptly to meet billing time frames described in the cooperative agreement. Federal agencies must be billed within 180 days after a reimbursable fire has been controlled. Timelines for submitting billing packages to the region office and Sacramento Headquarters are provided in Section 3864.7. It is imperative that any financial documents (travel claim, CDF 61, etc.) written by out-of-unit personnel charged to the incident be forwarded to the unit preparing the cost report within 30 days. Processing and routing responsibilities for the cost recovery package can be found in Section 3864.5.

The unit chief will ensure that cost sharing between the department and the federal agencies is carried out in conformance with the cooperative agreement for all appropriate fires occurring within their unit. Adequate written documentation must be kept in all cases. Instructions on cost share methodologies and sample documentation formats can be found in [Section 3862](#).

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)